

Conduct Audit Workpaper Report

Client Name: Cust2

Audit No: CUST0002/AUD/25/00024 - Statutory Audit ICAI Template

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| Workpaper Name: | 12345 |
| Created By and Date: | Partner1, 02/08/2025 |
| Workpaper No: | CUST0002/AUD/25/00024/WP005 |
| Reviewed By and Date: | , |
| Type of Test: | Examination |
| Status: | Closed |
| Exceeded Materiality: | Yes |
| Auditor Hours Spent: | 2 |
| Notes/Steps: | 124 |
| Deviations/Exceptions Noted: | 1233 |
| Critical Audit Matter(CAM): | 1312132 |
| Conclusion: | 2`12`1 |
| Attachments: | 5 |
| Workpaper Name: | Trade Receivables |
| Created By and Date: | Partner1, 31/07/2025 |
| Workpaper No: | CUST0002/AUD/25/00024/WP004 |
| Reviewed By and Date: | , |
| Type of Test: | Inquiry, Inspection, Observation |
| Status: | WIP |
| Exceeded Materiality: | No |
| Auditor Hours Spent: | 2 |
| Notes/Steps: | a) Obtained the list of the customers of the Company along with their balances and ageing. b) Obtained the listing of trade receivables classified between disputed and undisputed. c) Obtained the ledger dump of the parties to verify the transactions. d) Identified the parties to whom the direct confirmation is to be sent. |
| Deviations/Exceptions Noted: | Analysis of Trade Receivables has been done according to two basis: (i) Total trade receivables variance analysis (ii) Customer wise trade receivables variance analysis The confirmations from all the parties have been received hence there was no requirement for the checking of the subsequent status. |
| Critical Audit Matter(CAM): | Based on the audit procedures performed and the confirmations received from the parties we have observed the following: 1.Refer AQM No12, 23 and 34 of Audit Memo |

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| Conclusion: | Based on the audit procedures performed and the confirmations received from the parties we have observed the following: 1.Refer AQM No12, 23 and 34 of Audit Memo |
| Attachments: | 0 |
| Workpaper Name: | Share Capital |
| Created By and Date: | Admin, 11/07/2025 |
| Workpaper No: | CUST0002/AUD/25/00024/WP003 |
| Reviewed By and Date: | Reviewer1, 15/07/2025 |
| Type of Test: | Inspection, Observation, Inquiry |
| Status: | Closed |
| Exceeded Materiality: | NA |
| Auditor Hours Spent: | 3 |
| Notes/Steps: | <p>Obtained a lead schedule of share capital for the year ended March 31, 2xx3.</p> <p>2. Verified MCA master data records to check the accuracy of authorized and issued share capital.</p> <p>3. Obtained ordinary resolution at Extraordinary General Meeting with respect to increase in authorized share capital.</p> <p>4. Obtained the list of shareholders as on March 31, 2xx3.</p> <p>5. Obtained list of promoter shareholders as on March 31, 2xx3.</p> <p>6. Obtained share valuation report and assumptions verified thereof.</p> <p>7. Obtain a list and copies of share certificates in respect to which shares issued during the year ended March 31, 20x3.</p> <p>8. Circulated and received direct external confirmation from the shareholders.</p> <p>9. Reviewed presentation and disclosures in the schedule of Balance Sheet and Notes to Accounts of the financial statement drafts provided by the company.</p> |
| Deviations/Exceptions Noted: | Deviations observed while reviewing the disclosures in the schedule of Balance Sheet. Some exceptions observed in Notes to Accounts of the financial statements. |
| Critical Audit Matter(CAM): | Deviations observed while reviewing the disclosures in the schedule of Balance Sheet. Some exceptions observed in Notes to Accounts of the financial statements. |
| Conclusion: | Deviations observed while reviewing the disclosures in the schedule of Balance Sheet. Some exceptions observed in Notes to Accounts of the financial statements. |
| Attachments: | 0 |
| Workpaper Name: | Other Financial Assets |
| Created By and Date: | Admin, 07/07/2025 |
| Workpaper No: | CUST0002/AUD/25/00024/WP002 |
| Reviewed By and Date: | Reviewer1, 15/07/2025 |

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| Type of Test: | Examination, Inquiry |
| Status: | Closed |
| Exceeded Materiality: | No |
| Auditor Hours Spent: | 2 |
| Notes/Steps: | a) Fixed Deposits with banks with maturity of 12 months and b) Others Procedures done: 1) Verified FD movement chart along with interest working. 2) Obtained and verified FD copies and bank confirmations. 3) Obtained list of other financial assets like security deposits etc. |
| Deviations/Exceptions Noted: | All papers are in order and matching with financial statements lead schedule. |
| Critical Audit Matter(CAM): | On the basis of audit procedure, we reach to a conclusion that nothing adverse was observed for auditors to write any significant observation. |
| Conclusion: | On the basis of audit procedure, we reach to a conclusion that nothing adverse was observed for auditors to write any significant observation. |
| Attachments: | 0 |
| Workpaper Name: | Cash and Bank |
| Created By and Date: | Admin, 06/07/2025 |
| Workpaper No: | CUST0002/AUD/25/00024/WP001 |
| Reviewed By and Date: | Reviewer1, 15/07/2025 |
| Type of Test: | Examination, Inquiry |
| Status: | WIP |
| Exceeded Materiality: | No |
| Auditor Hours Spent: | 2 |
| Notes/Steps: | a) Obtained the Bank statements of the company on a random basis and specially for the ones of year end. b) Gained an understanding on how bank payments are made by the organization. c) Obtained bank reconciliations for the months of January, 20XX and March, 20XX. d) Obtained Fixed deposit certificate and Interest on FD working at year end. B) Variance Analysis C) Cash Verification D)Balance Confirmation E) Reconciliation F)Interest on Deposit |
| Deviations/Exceptions Noted: | On the basis of audit procedure, we reach to a conclusion that nothing adverse was observed for auditors to write any significant observation. |
| Critical Audit Matter(CAM): | While checking the long pending reconciliation item along with |

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| Critical Audit Matter(CAM): | the subsequent clearance status, observed some issues. |
| Conclusion: | While checking the long pending reconciliation item along with the subsequent clearance status, observed some issues. |
| Attachments: | 0 |
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